

Changes to Withholdings

Purpose

To provide guidance on how to change salary withholdings.

Definition

To increase, decrease, cancel or change various financial deductions from an employee's salary.

Employee

Step	Action
1	Employee can request changes by: <ul style="list-style-type: none">• Employee Express• E-mail to ARC Processing Operations Branch contact• Completing a paper form
2	Paper forms are available from: <ul style="list-style-type: none">• Customer web page at arc.publicdebt.treas.gov• Your local Mint HR contact
3	Send paper forms to ARC Processing Operations Branch at: <ul style="list-style-type: none">• Fax directly to (304) 480-8282• Mail directly to: Bureau of the Public Debt, ARC Processing Operations Branch 200 Third Street, Avery 2A Parkersburg, WV 26106

Employee

Step	Action
4	<p data-bbox="654 268 1453 331">If submitting request by e-mail or fax please supply the following information along with the effective date of the change:</p> <ul data-bbox="703 338 1453 1478" style="list-style-type: none"><li data-bbox="703 338 1453 468">• Federal Tax changes:<ul data-bbox="797 373 1453 468" style="list-style-type: none"><li data-bbox="797 373 1003 401">○ Marital status<li data-bbox="797 405 1114 432">○ Number of exemptions<li data-bbox="797 436 1295 468">○ Any additional amount to be withheld.<li data-bbox="703 472 1453 636">• State Tax changes:<ul data-bbox="797 508 1453 636" style="list-style-type: none"><li data-bbox="797 508 1084 535">○ State of withholding<li data-bbox="797 539 1003 567">○ Marital status<li data-bbox="797 571 1114 598">○ Number of exemptions<li data-bbox="797 602 1295 636">○ Any additional amount to be withheld.<li data-bbox="703 640 1453 840">• Financial allotment:<ul data-bbox="797 676 1453 840" style="list-style-type: none"><li data-bbox="797 676 1040 703">○ Account number<li data-bbox="797 707 1036 735">○ Routing number<li data-bbox="797 739 1295 770">○ Type of account (checking or savings)<li data-bbox="797 774 1453 840">○ Dollar amount of allotment (must be a whole dollar amount)<li data-bbox="703 844 1453 974">• Net Pay:<ul data-bbox="797 879 1453 974" style="list-style-type: none"><li data-bbox="797 879 1040 907">○ Account number<li data-bbox="797 911 1036 938">○ Routing number<li data-bbox="797 942 1295 974">○ Type of account (checking or savings)<li data-bbox="703 978 1453 1213">• Address change:<ul data-bbox="797 1014 1453 1213" style="list-style-type: none"><li data-bbox="797 1014 915 1041">○ Street<li data-bbox="797 1045 894 1073">○ City<li data-bbox="797 1077 902 1104">○ State<li data-bbox="797 1108 1003 1140">○ digit zip code<li data-bbox="797 1144 1453 1213">○ (Keep in mind this could affect your state tax withholdings and savings bonds)<li data-bbox="703 1218 1453 1478">• Savings Bonds:<ul data-bbox="797 1253 1453 1478" style="list-style-type: none"><li data-bbox="797 1253 1036 1281">○ Owner(s) names<li data-bbox="797 1285 1198 1312">○ Owner social security number<li data-bbox="797 1316 1166 1344">○ Owner full mailing address<li data-bbox="797 1348 1203 1379">○ Co-owner or beneficiary name<li data-bbox="797 1383 1078 1411">○ Bond denomination<li data-bbox="797 1415 984 1442">○ Bond series<li data-bbox="797 1446 1300 1478">○ Amount to be allotted each pay period.

ARC HR Processing

Step	Action
5	If change submitted through Employee Express, ARC HR will only be involved if there is an error to resolve with the transaction. In that case, HR Assistant will contact employee directly to resolve error.
6	If change is submitted via email, fax, or form, ARC HR Assistant will process change through EPIC for the corresponding pay period of request.
7	ARC HR Assistant will check the NFC database to ensure application and accuracy of transaction.
8	ARC HR Assistant will check PAYE to ensure proper withholding.
9	ARC HR Assistant will answer any questions from employee and will contact employee if action did not apply properly.
10	ARC HR Assistant will file supporting documentation in employee's payroll folder.

For more information from ARC HR Staff

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